

COMOMAGINST 1600.1N
N01A
19 JUN 00

COMOMAG INSTRUCTION 1600.1N

Subj: SAILOR OF THE QUARTER (SOQ)/SAILOR OF THE YEAR (SOY)
PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) COMINEWARCOMINST 1700.3 series

Encl: (1) MOMAG SOQ/SOY Guidelines
(2) Staff SOQ/SOY Guidelines
(3) SOY Nomination Letter Format

1. Purpose. To establish a program within Mobile Mine Assembly Group (MOMAG) for recognition of enlisted performance per references (a) and (b). This instruction has been revised in its entirety.

2. Cancellation. COMOMAGINST 1600.1M.

3. Background. Recognition of outstanding accomplishments and sustained superior performance of duty is imperative to morale, retention and promotion of personnel in pay grades E-1 through E-6. To promote equitable distribution of this recognition, it is fitting that these programs be instituted and maintained.

4. Action. All Mobile Mine Assembly Units (MOMAU) activities will ensure the following programs are in effect:

- a. Sailor of the Quarter.
- b. Sailor of the Year.

NOTE: Due to low numbers of personnel at each site, a Junior Sailor of Quarter or Junior Sailor of the Year Program is not required but is left up to the discretion of the Unit CO. If a site desires to recognize an outstanding Junior Sailor in addition to their regular SOY, it shall be at the command level only.

5. Reporting

a. Activity Sailor of the Quarter/Year will be reported via appropriate Quarterly Condition/Personnel Reports.

b. Original nominating packages for Sailor of the Year will be mailed to arrive at COMOMAG no later than the 5th of January for further competition for MOMAG Sailor of the Year. Criteria for selection are outlined in enclosure (1).

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6. Additional Information/Guidelines

a. MOMAG Sailor of the Quarter. Units will establish site specific guidelines for implementing their Sailor of the Quarter programs.

b. MOMAG SOY:

(1) The MOMAG SOY will be selected from the Staff SOY and all MOMAU SOY awardees.

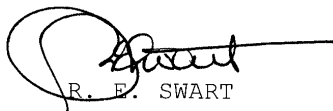
(2) The MOMAG SOY will compete for COMINELWARCOM Shore SOY with the possibility of further competition for COMNAVSURFLANT Shore SOY, CINCLANTFLT Shore SOY, and VCNO Shore SOY.

(3) Eligibility and awards are per reference (a).

(4) Nominating packages will be per enclosure (3).

c. MOMAG SOQ: Sites will refer to reference (a) for guidance when implementing SOQ programs.

d. Enclosure (2) contains guidelines and format for COMOMAG Staff SOQ/SOY Programs.



R. E. SWART

Distribution: (COMOMAGINST 5216.1R)
Lists I and II (Case A)

SOY GUIDELINES

Attachments: (A) Selection Board Results Memo
(B) Selection Board Tally Sheet

1. Personnel nominated for MOMAG Sailor of the Year must meet the following criteria:

- a. Be pay grade E3 - E6 (this excludes frocked E7's).
- b. Must have been assigned to nominating command for a minimum of 90 days during the year nominated.
- c. Only one nominee per command will be accepted.

2. The MOMAG Sailor of the Year Selection Board will meet the third Tuesday in January and consist of the following membership:

Executive Officer (Chairman)
Admin Officer
Operations Officer
Supply Officer
Training Officer
Command Master Chief

3. Nominating procedures:

- a. All nominating packages will be received by COMOMAG no later than the 5th of January, including all required documentation per references (a) and (b).
- b. Board members will review all nominating packages.
- c. Discussion and a preliminary vote by the board will be taken to determine the top four candidates.
- d. Nominating Packages of the top four candidates presented/discussed by board members will be recorded utilizing Attachment "A" of this enclosure.
- e. A final vote by board members will be recorded and provided to the Commander on Attachment "B" of this enclosure.

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f. Results will be promulgated via naval message following COMOMAG approval.

g. A SOY package prepared per enclosure (2) of reference (b) will be forwarded to COMINELWARCOM for competition in Naval Shore Activities Sailor of the Year Program.

4. Recognition at individual command level:

- a. Presentation at a formal awards ceremony.
- b. Appropriately engraved COMOMAG SOY plaque.
- c. Letter of Commendation (SOY).
- d. Parking privileges for the year following selection.
- e. Release from watch standing duties for two months of the next quarter following selection.
- f. Four day special liberty (SOY).
- g. Further competition in the SOY program.

Date

MEMORANDUM

From: Chairman, MOMAG SOY Selection Board
To: Commanding Officer, Mobile Mine Assembly Group
Subj: RESULTS OF MOMAG SOY SELECTION BOARD

1. MOMAG SOY board convened at COMOMAG on (date).

2. Members present:

Chairman _____

Admin _____

OPS

Supply

Training _____

CMC

3. Nominees were as follows:

MOMAG SOY (FOUR FINALISTS)

SAILOR/COMMAND

_____/

_____/

_____/

_____/

4. Selectee and 1st runners-up are:

MOMAG SOY

SAILOR/COMMAND

_____/

_____/

Attachment A

Date**MOMAG SAILOR OF THE YEAR APPRAISAL SHEET**NOMINEE RATE/NAME
_____NOMINATING COMMAND

GRADING CRITERIA FOR 1 - 5 (1=LOW 5=HIGH)

<u>CATEGORY</u>	<u>SCORE</u>
LEADERSHIP/FOLLOWERSHIP	_____
PROFESSIONAL ACHIEVEMENT (IN RATING/JOB DEVELOPMENT)	_____
COLLATERAL DUTIES	_____
COMMUNITY INVOLVEMENT	_____
VOLUNTARY EDUCATION	_____
PERSONAL APPEARANCE (PHOTO)	_____
CO COMMENTS/NOMINATING LETTER	_____
TOTAL	_____

BOARD MEMBER RANK/NAME

Attachment B

COMOMAG STAFF SOQ/SOY GUIDELINES

1. Personnel nominated must meet the following criteria:

a. COMOMAG Sailor of the Quarter (SOQ):

(1) Be in paygrade E1 through E6.

(2) Must have been assigned to COMOMAG for entire quarter.

b. COMOMAG Sailor of the Year (SOY):

(1) Must have been selected as COMOMAG Sailor of the Quarter during same calendar year as nominated for Sailor of the Year.

(2) Be in pay grade E2 through E6. (Frocked E7's excluded.)

(3) Must have been assigned to COMOMAG for a minimum of 180 days of the year nominated.

2. The SOQ/SOY Selection Boards will consist of the following membership:

Chairman:	Command Master Chief
Selection Board:	All Chief Petty Officers at COMOMAG
Advisor:	Executive Officer

3. Nominating Procedures:

a. COMOMAG SOQ nominations will be received at least one full work day prior to the board which will meet the second Tuesday of the next month following the award quarter. Nominations will consist of memorandum format with brief description of dates, duties assigned, and any other supportive comments and/or documentation.

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c. Selectees as COMOMAG SOY are eligible to compete for MOMAG SOY according to enclosure (1) of the basic instruction.

b. MOMAG SOY nominations will be made in the format of enclosure (3) of this instruction and are due no later than 30 January.

4. Recognition at command level:

a. Presentation by Commander at formal awards ceremony.

b. Appropriately engraved MOMAG SOQ/SOY plaque.

c. Letter of Commendation (SOQ/SOY).

d. Parking privileges for the year following selection (SOY).

e. Release from watch standing duties for one month following selection (SOQ).

f. Release from watch standing duties for two months following selection (SOY).

g. Four day special liberty (SOQ/SOY).

h. Further competition in the MOMAG, COMINELWARCOM, COMNAVSURFLANT, CINCLANTFLT, and VCNO Shore SOY programs (SOY).

SAILOR OF THE YEAR (SOY) NOMINATION FORMAT

From: (Nominating Command)

To: MOMAG Sailor of the Year Board

Subj: SAILOR OF THE YEAR (SOY) NOMINATION ICO (MEMBER
RATE/NAME/SSN)

Ref: (a) COMOMAGINST 1600.1N

Encl: (1) Copies of last three years evaluations
(2) Copies of last five years PRT results
(3) Nominee's Biography
(4) Commanding Officer's Endorsement/Comments
(5) OPNAV 1650/3, Personal Award Recommendation for
Navy Marine Corps Achievement Medal
(6) 5x7 color photographs (one each front and side view,
full length, light blue or gray background, Service
Dress Blue uniform, uncovered).

1. Per reference (a), (Member rate/name) is nominated as the
20__ MOMAG Sailor of the Year.

2. Full name, address, and complete telephone number(s) of
nominating command.

3. The following information is provided:

a. Name: SSN:

b. Date of Birth (DOB):

c. Date enlisted in U. S. Navy:

d. Advancement history (give dates):

(1) E-4:

(2) E-5:

(3) E-6:

e. Currently selected for advancement (if yes, date to be
advanced):

f. Family members (name, relationship, DOB, and SSN's if
applicable):

Encl (3)

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Subj: SAILOR OF THE YEAR (SOY) NOMINATION ICO
(MEMBER RATE/NAME/SSN)

g. Previous selection as SOQ/SOY (list date(s) and command(s)):

h. Brief synopsis of significant professional achievements, which warrant selection:

NOTE: List dates (month/year) for all items in paragraphs i through k.

i. Awards:

j. Nominee's off-duty community involvement:

k. List educational background:

(1) Highest degree attained (high school diploma, Associates degree, Bachelors degree, etc.):

(2) Navy schools completed:

(3) Other self-study education attained on **active duty**. Include college courses, correspondence courses, extension

courses, etc. **DO NOT LIST TRAINING COURSES REQUIRED FOR ADVANCEMENT!**

(Commanding Officer's Signature)